



Smoke-Free Air Ordinance Guide for Business Owners and Employers

Where will smoking be prohibited outdoors?

- On all outdoor property that is adjacent to buildings owned, leased, or operated Name of Business, and within 20 feet of outside entrances/exits, operable windows, and ventilation system of enclosed areas.

Should signs be posted?

- All businesses and public places are required to:
- Clearly and conspicuously post at the main entrance a minimum of one "No Smoking" sign, which can be the international "No Smoking" symbol. The City of _____ will provide one window decal for every business license holder within the city limits of _____. Additional decals can be purchased at the License and Inspection office in City Hall. Decal Logo is available for download at www._____.al.gov/smoke-free.
- Vehicles that are considered a place of employment must also post a "No-Smoking" sign that is visible from the exterior.

Should I remove ashtrays?

- Remove all ashtrays from any area where smoking is prohibited by this ordinance, except for ashtrays displayed for sale and not for use on the premises.

Can customers or employees report a violation?

- Yes. Anyone may report violations of the City of _____ Smoke Free Air Ordinance of (year) by filing a complaint with the City of _____ Police Department.

What do I do if someone "lights up" in my business?

- First, tell the person about the ordinance and ask the person to stop smoking. It may be helpful to point to the "No Smoking" signage at the doorway. Ask them to simply step outside at least 20 feet away if they would like to smoke. In most situations, this should take care of the matter.
- If the person refuses to stop smoking, then ask them to pay up and leave immediately.
- If they refuse to leave, then call the police.

What can you do to prepare the workplace?

- Most local workplaces are already smoke-free, but if you currently allow smoking on the premises of your business, here are some ideas for implementation.
- Update your policies then tell your employees.
- Announce your new policies at regular meetings.
- Include information in your company newsletter.
- Post flyers on bulletin boards and other locations frequented by employees. The City of _____ Smoking
- Prohibited Decal Logo is available for download at www._____.gov/smokefree
- Distribute payroll enclosures to publicize the new policies.
- Ask employees to report problems directly to the manager or owner of the business or to the building's management.



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- Remove ashtrays from tables, counters, break rooms, hallways and restrooms.
- Place smoking receptacles in a designated area at least 20 feet outside of any entrance, exit, window, vent or air intake system.
- Plan how you will respond to complaints and violations as you do with other employee rules and guidelines.
- For workplaces that serve customers and are going smoke-free for the first time:
- Advise staff to take reasonable steps toward implementation but to avoid confrontations that may result in physical harm.
- Designate and prepare specific outdoor smoking sites utilizing signage and provide safe containers for discarded cigarettes.
- Talk with your customers about the new law and prepare them for the changes.
- Focus on the health aspects and other benefits of going smoke-free.

What do I need to do to comply with the new ordinance?

- Update your workplace smoking policy, if needed.
- Discuss the new ordinance with employees including what they should do to comply. Information about the ordinance must be communicated to all current employees and to each prospective employee upon application for employment.
- Post "No Smoking" signage at your main entrance and in all company vehicles.
- Request any person smoking to refrain from smoking inside the workplace.
- Refer to the ordinance and to workplace policy when dealing with employees who smoke in the workplace.
- Remind employees that they may be assessed a criminal fine for infractions.
- Remove all ashtrays from the premises.
- Designate a 20 foot smoke-free buffer from any entrance, exit, window, vent or air intake system.

How can I support my employees who want to quit smoking?

- The Alabama Tobacco Quitline offers FREE information to anyone interested in quitting tobacco use, or to anyone who wants more information about quitting. They offer FREE master's level counseling, a personalized quit plan, and two weeks of free nicotine patches if you are enrolled in support services. If you are taking certain medications, your doctor will be asked to approve the patches for you.
- Call the Alabama Tobacco Quitline or register online for more information. They want to help you quit. All Quitline services and Alabama QuitNow services are free to Alabama residents. Call 1-800-QUITNOW or 1-800-784-8669.



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What are the penalties to business owners?

- A business that permits smoking can be fined up to \$100 for a first violation, \$200 for a second violation within the one year, and \$500 for each additional violation within one year, plus any applicable court costs.
- The City may also suspend or revoke permits or licenses issued for the premises on which the violation occurred.
- To see the complete list of penalties and other enforcement measures, please view the entire Ordinance at www._____al.gov/smoke-free.

Is this all the information or how can I get more Information about the City of _____ Smoke Free Air Ordinance of 2013?

- The explanations in this guide are intended for general guidance only, for complete information, please view the entire Ordinance and amendments at www._____al.gov/smoke-free or call (xxx) xxx-xxxx.



City of _____

_____ City Hall

StreetAddress

P.O. Address

City, AL Zip code